G. R. S. 59]

GPB—15,000—20 12-13

GENERAL AND REVENUE SECRETARIAT.

1913.-4

(E. A. B.)

File No. 14 of 1913-4

Serial Nos. 1 to 5

Papers Filed.

Month March 1915

SUBJECT.

Rules for the periodical destruction of Records in the Amrit Mahal department.

PREVIOUS REFERENCES.	LATER REFERENCES.

P 12/E 1

K. Narayanan 19.3.15

2

G.R.S. 11] 1913.-4.

GENERAL AND REVENUE SECRETARIAT.

(E - A.B)

NOTES.

File No. 14 - B 1913

FILE HEADING.

Rules for the Periodical destruction of Records in the Amrit Mahal Department.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—30,000—12-8-11

1
3

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please let me have the G.O. issued in the Military Branch about the arrangement of records in the Amrit Mahal dept

15/4/14

Asst Sec'y, IV)

Send him a draft memo to the Military Secy to HH as the papers are in this office.

Issue

24
15/4/14

15/4/14

To The Military Secy to HH.

No 158 S 17/4/14

Calls for a copy of the G.O. about the arrangement of records in the Amrit Mahal Deptt & also the file Contg G.O. No 401-50 S 29/11/97 Pub. Rev. Dis. for disposal of the young stock etc of the Amrit Mahal Deptt.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—25,000—11-11-11

G.R.S. 13]

file 3796/14

4/3

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

From the Military Secretary
No. 3796 A 2/5/14
Forwards Copy of G.O. No. 3556-7/
A24/2/12 Re. Rules for the
periodical destruction of Records
in the Amount Mahal Deptt. It
states that the file Copy of G.O.
No 5407-50/A24/11/1897 is not now
Coming in his office and that his
Deptt, Amount Mahal Deptt, has
been requested to send the same
if available in his office.

Noted.
The Military Secy has
already sent a copy of the
G.O. approving of the Rules
for the destruction of Records
in the Amount Mahal Deptt
but not the Rules. A fresh
Copy is perhaps
wanted.
15/5/14

Issue
A.G.
16.6.14

From the Military Secy:
No: 3920 A 27.6.14.
Forwards copies of the
Enclosures to Govt. order.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—20,000—23-12-13

5 4

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Re periodical destruction of records in the Accounts Branch Deptt: and states that the file contg: Gp. Re disposal of young stock in the Accts Branch Deptt: is not available as already stated.

The rules have been incorporated in the Record Manual. The papers will be filed.

Mod
Asst
15/3/15.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-15.

1. 15/4
Urgent

No. 158
E.A.B

17.4.14

6 C

File No 14-13
8C1

Office Memorandum.

A copy of the Govt order issued in the Military Deptt about the arrangement of Records in the Amount Branch Deptt, may kindly be sent to this Office for Reference. as also the file Entry Gpt. No 407-50 dt 29/11/1897 regarding the Rules for the Payment of the Gratuity Establishment of the Secretary to Govt. Genl & Rev Deptts.

To The Military Secretary to H.H. the Maharaja.

16.4.14

M. S. 5]

No. 3196
Encl.

From

Offg:
The Military Secretary to H. H.
the Maharaja of Mysore.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
General & Revenue Departments.
Bangalore.

Dated Bangalore , the 2nd May 1914.

Sir,

With reference to your Memo No. 158/ E.A.B.dated 17th April 1914, I have the honor to forward herewith a copy of the Government Order issued in this Department about the arrangement of records in the Amrut Mahal Department and to inform you that as the file containing G.O. No. 401-50 dated 28th November 1897 is not forthcoming in this office, the Superintendent, Amrut Mahal Department has been requested to send the same, if he has it.

I have the honor to be,
Sir,
Your most obedient servant,

Lt.Col.,
Offg: Military Secretary.

GPB—1,500—9-5-13

B.A.M.

8 (3)

Proceedings of the Government of His Highness the Maharaja of Mysore.

(A.M.)

Read again:-

Correspondence ending with letter No. 87 dated 4/5th September 1911 from Superintendent, Amrut Mahal Department submitting as - desired in the Government Order No. G.4811-57/ G.M.200-10-1 dated 21st February 1911 draft rules regarding the regulation of periodical destruction of records in his Department.

Order Thereon No. 3556-7 Enc 3

Dated Bangalore 24th February 1912.

Approved with exception that the words 'five years' have been substituted for the words '2 years' in list B. enclosed.

Sd- F.G.Jones, Lt.Col.,
Military Secretary.

To

The Superintendent, Amrut Mahal Department with copies of lists.
The Comptroller, Mysore Government. ----do----------

"Copy"

A Jones Lt Col
Hy Military Secretary

1/V

9 4

G.R. S. 26]

File No. 174/14/13

Serial No. 3.

1916 120

Diary No. of letter replied to

No. 179
E.A

General and Revenue Secretariat
( )
, *the* 191 .

To The Military Secy to H.H
the Maharaja of Mysore

Date of issue 17/6/14

Signed by Mr. N. Ramarao

Sir,

With Reference to the Correspondence ending with your letter No. 3196 of the 2nd May 1914 forwarding a Copy of G.O. No. 3556-7 of the 24th Feby 1912 approving of certain Rules for the periodical destruction of Records in the Armed Medical Deptt, I am directed to state that the Rules approved in the order of probably forming an enclosure to it have not been received here & to

over.

SUBJECT.

10

Request that the same may be sent as early as practicable.

2. ~~It may also be stated~~ The file Contg C.O No 407-50 of the 29th November 1907 Re. Rules for the disposal of the spring stock etc in the Brunei Market Detail may also be sent if it has been obtained from the Supplt, Brunei Market Deptt.

I have etc

[illegible]

For Crown Secy,
Govt & Res Deptt

15/4/14

List of enclosures.

Copied by [illegible] 17/6

Examined by

GPB—25,000—8-8-11.

GAB 11 Fil. no 14-13 814 D.161

191

From

The Military Secretary to
His Highness the Maharaja
of Mysore.

To

The Secretary to Govt.,
General and Revenue Depts

Dated } 18th June 1914
Despatched }

Received

General No. 3819
No. misc office of 13-14.

Enclosure No.

Sir,

In continuation of this office No. 3196 dated 2nd May 1914, I have the honor to inform you that the file connected with Government order No. 401-50 dated 29th November 1897 .... cannot be found anywhere in spite of enquiries made about it in the Amrut Mahal Department or in the Chief ..... Commandant's office where the old records of the Military Secretary's office are kept.

I have the honor to be,
Sir,
Your most obedient servant.

A Jones Lt. Col.,

Offg. Military Secretary

GPB—3,000—5-5-13

191

From

The Military Secretary to
His Highness the Maharaja
of Mysore.

To

The Secretary to Govt.
General & Revenue
Departments

Dated 27th June 1914
Despatched
Received

General No. 3920
No. misc office 712-14

Enclosure No. 2

Sir,

With reference to para 1 of your letter No. 179 dated 17th June 1914, I have the honor to forward herewith copies of the enclosures to Government Order No. 3556-7 dated 24th February 1912 which were omitted to be sent by oversight.

Regarding para 2 of your letter under reply I beg to invite your ... attention to this office letter No. 3819 dated 18th June 1914.

I have the honor to be,
Sir,
Your most obedeitnt Servant,

Lt. Col.,
Offg. Military Secretary.

GPB -3,000—5-5-13

A. List of papers to be permanently retained in the Amrit Mahal Office

13 7

no:	Description of papers	How long preserved	Remarks.
1.	English "From" and "To" Registers	Permanently-	
2.	Kannarese Do. Do.	Do.	
3.	District Taluq and Kaval Maps	Do.	
4.	Topographical Survey maps	Do.	
5.	Papers Connected with the boundaries of kavals and the Jerigay Claims	Do-	
6.	Papers Connected with the Growing Opium of kavals for Cultivation	Do.	
7	Papers Connected with the Charges of appointments of Servegars	Do.	
8.	Cattle Return Book	Do.	
9.	Mysore Gazette and Monthly Proceedings Books	Do.	
10.	Administration reports of Amrit Mahal Department.	Do.	
11.	Budget Papers	Do.	
12	Acquittance Roll Book	Do.	
13.	Circular orders &c. that are of the nature of Standing orders	Do.	
14.	Cash Book and order Book	Do.	
15	All other Papers that are of permanent interest as ordered by the Officer —	Do.	

"Copy"

Sd. H. Ranjundraj Urs,
Superintendent,
Amrit Mahal Department.

Actg. Lt. Col.
Offg. Military Secretary

B. List of papers to be destroyed periodically in the Amrut Mahal Office.—

no:	Description of Papers	no: of official years they should be preserved	Remarks.
1.	Diaries of Darogas.....	2 years	
2.	Periodical Returns, such as D. C. B. Cattle Returns &c.	Do.	
3.	Unanswered References from Darogas	Do.	
4.	Orders, reports, Books and Statements which are of no permanent Value	Do.	
5	Contingent Registers	5 years	
6.	Sale records of grass in Amrut Mahal Kavals	Do.	
7.	Cattle Shed Registers	12 years	
8	Annual Demand, Collection and Balance accounts	Do-	
9.	Jerigay and remission records	Do.	
10.	Papers, Books and Registers unlikely to be required for future use such as Kappal Receipt and issue Books	Do.	

"Copy"

A Jones Lt. Col.
Military Secretary

Sd/

Sd/ H. Ranjundraj Urs,
Superintendent,
Amrit Mahal Dept.